



Department of Defense INSTRUCTION

NUMBER 5330.1

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Administrative Reissuance Incorporating Change 2, June 12, 1961

ASD(I&L)

SUBJECT: Printing, Binding and Related Equipment Programs

- References:
- (a) Government Printing and Binding Regulations, published annually by the Joint Committee on Printing, Congress of the United States
 - (b) Regulations of the Administrator, General Services Administration, Title I, Personal Property
 - (c) *DoD Directive 4000.4, "Department of Defense Materials Conservation Policy"*
 - (d) *DoD Directive 4160.7, "Utilization and Disposal of Printing Equipment"*

1. PURPOSE

The purpose of this Instruction is to (a) state the general policy of the Department of Defense governing the utilization of printing and binding equipment, and (b) assign responsibility for providing liaison between the DoD and the Joint Committee on Printing, Congress of the United States, in regard to the purchase, rental, exchange, transfer, or disposal of printing and binding equipment.

2. APPLICABILITY

The provisions of this Instruction are applicable to all activities of the Department of Defense. Joint agencies, activities, and projects of the DoD attached to one of the major DoD agencies for administrative support or management purposes shall be handled in accordance with implementing procedures issued by the major agency concerned.

3. POLICY

The Government Printing and Binding Regulations published by the Joint Committee on Printing, Congress of the United States, set forth the general policies governing the purchase, rental, exchange, transfer, or disposal of printing, binding, and related auxiliary equipment by agencies of the Federal Government. In consonance with those policies, the military departments and other DoD agencies will not request authorization from the Joint Committee on Printing to establish new or expand existing printing and binding facilities under their control whenever existent government-owned or privately-owned facilities are available and capable of satisfactorily producing their printing and binding requirements. Exceptions to this policy will be permitted only when classified defense information vital to security of the United States or its allies is involved, and cannot be adequately protected under such arrangements.

4. RESPONSIBILITY

4.1. The Assistant Secretary of Defense (Installations and Logistics) will be responsible for:

4.1.1. Developing such policy, criteria, and systems as may be required for the efficient and economical provision of printing and binding facilities and related equipment for the Department of Defense, and assuring their effective implementation within the DoD.

4.1.2. Representing the DoD with other Government agencies, commercial activities, and civic or labor organizations on matters relating to the interpretation or clarification of DoD policy or position with respect to printing and binding activities of the Department.

4.1.3. Resolving problems on matters involving the purchase, rental, exchange, transfer, or disposal of printing, binding, and related auxiliary equipment arising between two or more major agencies or resolving questions requiring a single DoD position.

4.2. *The Secretary of each military department, the Director, National Security Agency, the Chief, Defense Atomic Support Agency, and the Administrative Assistant to the Secretary of Defense for other DoD activities, will be responsible for:*

4.2.1. Establishing effective controls and implementing procedures which will insure the efficient and economical administration of printing and binding activities of his agency and the coordination of its printing, binding, and auxiliary equipment requirements with the other major agencies of the DoD in order to ascertain whether such requirements may be fully or partially met from excess stocks prior to the submission of requests to the Joint Committee on Printing for authority to procure such equipment.

4.2.2. Submitting requests for authority to purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment directly from his agency to the Joint Committee on Printing.

4.2.3. Designating a liaison representative to the Joint Committee on Printing, Congress of the United States, on matters involving printing and binding facilities and related equipment requirements for his agency, as defined in current Government Printing and Binding Regulations.

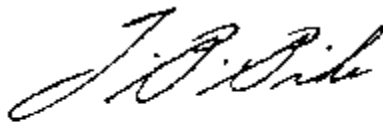
4.3. The provisions on reference (d) above govern the utilization and disposal of excess printing and binding equipment by the Department of Defense agencies.

5. CANCELLATION

DoD Dir. 5330.1, 8 Dec 52, and OSD memo to Service Secretaries & Chm. MB, "Coordination of Authorization Requests to Congressional Joint Committee on Printing", 24 July 52 are hereby canceled.

6. ACTIVE DATE

This Instruction is effective upon publication.


T. P. PIKE
Assistant Secretary of Defense
(Supply and Logistics)